

MAHARASHTRA STATE COUNCIL OF EXAMINATION, PUNE
OBJECTIVE QUESTION
GCC - TBC 30-WPM 12 Jan 2019 English 30-WPM BATCH-703
PROVISIONAL ANSWER KEY

Sr.No	Question	Option A	Option B	Option C	Option D	Provisional Answer
1	While sending e-mail , reference of message is written in _____	subject	Address	Attachment	Sender	A
2	_____ Are activities of virus	Deleting Files	Erasing Data	Corrupting Data	All of these	D
3	TB Means Tera bytes.	TRUE	FALSE			A
4	One must extract compressed files before using	TRUE	FALSE			A
5	Virus is a program, which disturbs data files, and command lines.	TRUE	FALSE			A
6	After using Undo Command to redo the action _____ Command used.	Ctrl +Y	Ctrl +Z	Ctrl+A	Drop-Left	A
7	Text matter selection done by using mouse and _____	arrow	keyboard	printer	scale	B
8	_____ is the shortcut-key for manual line break.	CTRL + Enter	Alt + Enter	Shift + Enter	Space + Enter	C
9	For movement of document in MS-Word we can use Scroll bars.	TRUE	FALSE			A
10	Print layout view give both Horizontal and _____ Ruler line in the view	rectangular	plain	Vertical	All of these	C
11	With _____ Function, we get the average of values in Range.	Sum	MIN	Average	Max	C
12	Which options you do not find under insert menu in MS Excel 2010 ?	SmartArt	audio	video	Formula	D
13	_____ Means in built formula basically available in Excel	Programs	Value	Figures	Functions	D
14	Which function in MS Excel 2010 converts the text into upper case ?	=upper()	= uppercase() ()	=caps()	= lower()	A
15	Which function will display system date in text format in MS Excel 2010 ?	todaydate() e()	systemdate() e()	today()	todate()	C
16	_____ transition are available in PowerPoint	Entrance	Exit	Emphasis	Flip	D
17	_____ .view is useful to type matter on slide.	Print Layout	Outline	Normal	None of these	C

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18	MS-PowerPoint will be found under Microsoft Office folder.	TRUE	FALSE			A
19	To run a slide show click the button _____ in Slide show tab.	From beginning	From end	Run	Exit	A
20	_____ are Transitions available in MS - Powerpoint	Fade	Push	Wipe	All of these	D
21	All web addresses start with _____	smtp://	http://	ftp://	html://	B
22	Virus is not come with the E-Mail.	TRUE	FALSE			B
23	ITC Franklin Gothic specifies _____	Style	Visual Effect	Color	Font	D
24	_____ Unit controls all parts of a computer.	Input	Output	Control	Memory	C
25	Which of the following is used to explore the internet?	Spreadsheet	Draw	Clipboard	Browser	D